

## **Davies Corporate Sustainability Policy**

### ***Preamble***

Davies Office Refurbishing Inc. (“Davies”) has committed itself to the journey of continuous improvement to become a more sustainable company. Davies adheres to the triple bottom line of sustainability whereby environmental, social and economic aspects of doing business are integrated into our culture. As a part of our journey, Davies will move beyond regulatory compliance and be guided by its corporate Sustainability Policy presented here.

### **ENVIRONMENT**

#### **Davies Design for Environment Policy**

Davies recognizes that most of the negative environmental impacts that a product will have over its entire life cycle is determined and set early in the design phase of that product. Thus, Davies is committed to using the principles and strategies of Design for Environment (DfE) to evaluate and reduce the negative environmental footprint of its products and processes from a life-cycle perspective. Effective end-of-life management of existing materials is at the core of the DfE strategy to be implemented at Davies. Through a combination of a buy-back program and efficient material recovery processes, Davies strives to provide products of high recycled and recyclable content, thereby prolonging the value and useful life of existing materials and minimizing negative impacts arising from the acquisition and processing of raw materials, including energy and water.

#### **Davies Environmental and Energy Management System**

Progress against our sustainability objectives and targets will be continuously reviewed and assessed through our environmental and energy management system. Throughout this process, Davies is committed to exceeding its compliance requirements with all applicable environmental laws and regulations to protect and preserve our community.



## **Davies Energy Policy**

As a part of our commitment to provide our customers with the highest quality refurbished and remanufactured office furniture, Davies is committed to upholding our role in the reduction of the lifecycle energy and greenhouse gas impacts associated with our products, processes, facilities, and energy purchases. To accomplish this commitment, Davies is dedicated to improving the energy efficiency and reducing the associated impacts of our processes, facilities, and energy purchases through a process of continuous improvement and the use of an energy efficient purchasing process. Central to our approach is the reduction of life cycle embodied energy that can be achieved through the remanufacture of existing products.

## **Davies Solid Waste Diversion Goal**

Davies recognizes our role in reducing the amount of solid waste associated with our manufacturing operations. It is therefore the goal of Davies to reduce 100% of our solid waste generated from fabrication and assembly of our product components. Davies will seek to explore and implement alternatives to disposal through material reuse, refurbishment, recycling, and other diversion strategies.

## **Davies Chemicals Policy**

Through its DfE program, chemical management plan, chemical reduction strategy and pollution prevention initiatives, Davies will strive to assess its products and processes for chemicals of concern with the aim of reducing negative impacts on human and ecosystem health beyond regulatory compliance. Davies cares about the health and well-being of its workers, customers, the communities in which it operates, and the wider environment.

## **Davies Idling Reduction Policy**

All vehicles, including those owned and operated by Davies, its employees, and other 3<sup>rd</sup> parties when on the premises of any Davies facility and at rest for a period of more than 5 minutes are to shut their engines off, thereby saving fuel and reducing the emissions and pollutant exposure associated with vehicle idling. This policy is not applicable during safety or operational emergencies, conformance to manufacturer's specifications, or as adverse weather conditions permit.

## **Davies Design for Durability**

As a furniture remanufacturer, each remanufactured product we sell exemplifies our commitment to our product's robust durability, capability to have a long useful life, and resilience to withstand repeated service, repair, and handling. To suit our customer's tastes, Davies offers multiple replacement design components and refinishing options of



our product's functional components. All of our products feature standardized components which can be made available to our customers to facilitate maintenance, servicing, and reassembly. To further demonstrate our commitment to product durability and waste diversion, our processes are designed to enable additional remanufacturing and refurbishment of our products into the future.

## **SOCIAL RESPONSIBILITY**

### **Davies Statement on Labor & Human Rights**

Davies is an Equal Opportunity Employer. Our policy is to provide equal employment opportunities to all persons regardless of: age, sex, race, religion, national origin, marital status, sexual orientation, etc. Davies will ensure that all employees are treated with respect and dignity, are working under their own free will, and are being properly compensated for their efforts. Davies does not use nor support the use of child labor. Davies is a woman owned business.

### **Davies Health & Safety Policy**

Davies remains committed to providing a Safe workplace for our employees and complying with the Workplace Safety and Loss Prevention Program Recommendations of NYSIF (New York State Insurance Fund). As well as complying with all OSHA General Industry Standards and the OSHA Hazard Communication Program requirements. We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving Davies assets and property. The overall policy of Davies is to provide safe equipment, adequate tools and training, and the necessary protective equipment to complete any given job.

### **Davies Social Responsibility Policy**

At Davies, we are committed to providing our customers with the highest quality remanufactured furniture while fostering a culture of social responsibility which extends from the manufacture of our products, throughout the workplace which they are created, and into the community at large.

#### *Inclusiveness:*

In furthering our commitment to fair and equitable hiring practices, Davies is committed to moving beyond compliance with applicable laws by fostering the practice of inclusiveness in our workforce, management, and corporate governance bodies. As a certified Woman Owned Business, Davies is committed to ensuring fair and equitable opportunities for all employees regardless of age, race, gender, sexual orientation, cultural or national heritage, or physical/mental disability. This includes fostering a culture which ensures equal access to a quality working environment, personal

enrichment, and professional growth, while valuing the skills and unique perspectives that each individual contributes to the workplace. Employment and advancement decisions within the Davies organization will be based on merit, qualifications, and abilities; and in doing so, maintain our compliance with all nondiscrimination and equal opportunity laws. This policy will be upheld through employee engagement and education activities and our progress measured through our metric and internal performance tracking and reporting.

### *Corporate Ethics:*

At Davies, we believe that actions speak louder than words. In this manner it is our intent that Davies' actions from the manufacturing floor to the customer's door speak of our commitment to corporate ethical principles; ensuring honesty, integrity, transparency, and accountability within all levels the Davies organization. To uphold these principals, Davies' employees will receive education regarding ethical practices and will include these principals during periodic performance reviews.

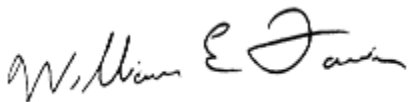
### *Receipt of Gifts:*

The receipt or distribution of gifts of value in relation to Davies business transactions amongst employees, vendors, contractors, or other parties which are outside of generally accepted business practices are prohibited. Specifically, "kickbacks" or "bribes" intended to induce preferential treatment are strictly prohibited.

### *Insider Trading:*

The use of non-public information acquired through Davies' operations is strictly prohibited from use for personal gain; financial or otherwise.

Signed



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